



Scenario - One Asset with Multiple Distribution Lines on Receipt

Maintain Receipts

Receiving

Business Unit: 03400 Receipt Status: Open X

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

[Select Purchase Order](#)

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status
1	540600	Split Funded Asset	5000.00000	1.0000	EA	1.0000	Open			EA	Pending

Accessed from Pending Hyperlink

Asset Management Information for Line 1

Business Unit: 03400 Status: Open

Receipt ID: NEXT Item: [Split Funded Asset](#)

Receipt Line: 1 Standard UOM: EA

[Next Asset ID](#) [Use One Asset ID](#)

Distribution Information

Distribution Line: 1 Capitalize: Non Cap

Business Unit: 03400 CAP Sequence:

Profile ID: 540600 Employee ID:

CAP #: Distributed Quantity: 0.5000

Cost Type: Merchandise Amt: 2500.00

Apply to Details

Assign Tag IDs: ☐ Multiplier: 1 ☐ Overwrite existing numbers

Enter Starting Number: *Start Row: 1 [Apply](#)

Asset Information

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	03400	Open	0.5000			NEXT			540600

PO Comment

Line:

[OK](#) [Cancel](#) [Refresh](#)

The example above has two split Distribution Lines indicated by the multiple rows available on the page (1 of 2). These Purchase Order Distribution Lines can be combined into one asset by using the [Use One Asset ID](#) button. This will combine the two Distribution Lines into One Load Line in the AM Interface Tables.

Distribution Line #1

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	03400	Open	0.5000			NEXT		1	540600

Distribution Line #2 (accessed by clicking the **Show Next Row** button in the **Distribution Information** section (in red box on page 1))

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	03400	Open	0.5000			NEXT		1	540600

By using the **Use One Asset ID** feature, both Distribution Lines for this Purchase Order Line have the Number field set to '1'. This will ensure the Distribution Lines will be combined into one Load Line in the Interface Tables, yet retain the split ChartField information in Asset Management.

Fields	Description
Quantity	This field holds the quantity for the Purchase Order Distribution Line. If the Purchase Order Line (and Schedule) has two Distribution Lines, the Quantity will match the split quantity from the PO Line.
Tag Number	Enter the Tag Number assigned to each asset if known at this time.
Asset ID	The default value is NEXT, which is passed to Asset Management, where the next Asset ID is assigned. Do not override the default.

The **More Details** Tab holds additional Asset Physical Information.

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1		KTOPE				N

Fields	Description
Custodian	If the Asset Custodian is known at this time, the name can be entered now. Names must be entered into the system as <u>Last First</u> with no spaces. The name should be entered exactly how the name is in <u>SHARP</u> .
Location	Indicates the physical location of the asset. Full addresses are stored for each location in SMART. Note: The Purchasing Ship-To Locations use the same table to store Location Codes. Therefore, SMART Asset Management uses a unique naming convention. All asset locations begin with K (for Kansas), then the next letter is the first letter of the city. For example, all asset locations in Topeka would start "KT". The last 3 characters are unique to the property.
Manufacturing Information	Enter the manufacturing information.

Click OK and Save. When the receipt is saved, a batch job will automatically run. The **AM Status** should change to **Moved** when you navigate back into the Receipt. An Asset ID will be assigned automatically in the Asset Management module. That asset will have a status of 'Received' until cost is integrated from the voucher.